

Evaluation Criteria for Service Contracts

Scale 1 –5 1 = poor 5 = excellent

- A. Meets Public Purpose Definition
 - 1. Provides a direct public benefit
 - 2. Promotes health, safety, general welfare, prosperity and contentment
 - 3. All community members have access and no one is easily excluded
- B. City Priority/Need
 - 1. Funding request is in line with the Community Plan, City Councils goals and priorities
- C. Organizations' Administrative Strength
 - 1. Staffing – employee vs. volunteer structure
 - 2. Capacity
 - 3. Organization strength
 - 4. Leadership/Management Depth
 - 5. Board of Directors
- D. Financial Strength
 - 1. Ability to generate other revenue
 - 2. Cash reserves
 - 3. Financial sustainability
 - 4. Ability to weather economic cycles
 - 5. Strong financial statement
- E. Community Impact
 - 1. Breadth and depth of reach into community
 - 2. Target populations served
 - 3. How well target population is served
- F. Performance Indicators
 - 1. Provides specific measurements/objectives
 - 2. Tools used to measure performance
 - 3. Data collection
 - 4. Quantitative and qualitative indicators
- G. Documented Need
 - 1. Does organization have other sources of revenue?
 - 2. Percentage of City funding for program vs. outside funding
 - 3. Adequately demonstrated need for monetary assistance
 - 4. Is the organization able to exist without City funds?
 - 5. Is City funding essential to provide service?
- H. Overall recommendation
 - 1. This is a subjective rating for the reviewers impression as to whether the City should fund this organization.